



## U.S. Consulate General Peshawar, Pakistan

Peshawar, Pakistan

Date: July 21, 2023

Contracting Officer  
U.S. Consulate General  
11 Hospital Road,  
Peshawar Cantonment  
**Email:** [PeshawarGsoProcure@state.gov](mailto:PeshawarGsoProcure@state.gov)  
Phone: 92-91-5268800

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**Subject: Request for Quotation- PR11844453 Office Space Design, and provision of Office Furniture in Facility and HR section.**

### 1. Item Description:

The U.S. Consulate Peshawar invites quotation from qualified firm/contractors to provide professional office design service and provision of office furniture including dismantling of existing office set up. Firm/contractor shall provide all design, materials, labor and equipment including dismantling in accordance with the SOW (statement of work)

**Important Note:** The deadline for submission of quote is **August 15, 2023, COB 1630** hours on email address [PeshawarGsoProcure@state.gov](mailto:PeshawarGsoProcure@state.gov). No quotes will be accepted outside this email address. Or after 16:30 Pakistan standard time on August 15, 2023

### 2. Pricing Table:

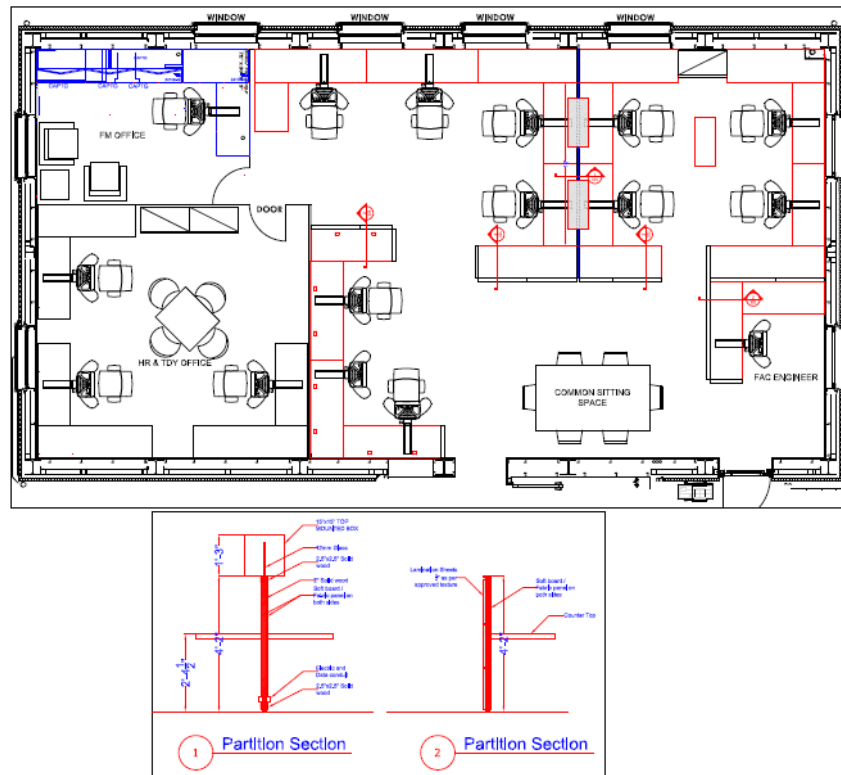
#	Item Description	Quantity	Total Price
1	Office space design services with 3D images and drawings	I job	
2	Provision and fixing of workstations and furniture in FAC and HR offices at U.S. Consulate Peshawar.	I job	

### 3. STATEMENT OF WORK (SOW)

- 3.1. The firm/contractor must disclose that to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant factors or circumstances which could give rise to organization conflict of interest.
- 3.2. The work shall be executed in a diligent manner in accordance with a fixed performance period of 90 working days.

- 3.3. Contractor shall perform the job in accordance with U.S. Codes and standards and local host country codes.
- 3.4. The work will be carried out in such a manner so that the existing occupancy in compound is not compromised.

**Conceptual Design of Facility and HR sections are below:**



The Firm/Contractor will work with Facility Engineer throughout the process.

They shall provide the cleared personnel, material, equipment, and supervision to complete the technical requirements in this statement of work. The contractor shall follow the safety and security directives as explained by Contracting Officer's Representative (COR).

The work consists of, but is not limited to the following:

**Office space design, supply and Installation of office cubicles and furniture.**

1. The selected firms/contractor shall provide options for interior design improvement of existing office set up/space.
2. Providing options and recommendations on furniture and lay out.
3. Coordinating furniture and space requirement and dismantling and disposition of existing furniture.
4. The selected Firm / contractor will be required to provide a complete design of the office cubicle / workstations along with complete set of drawings and 3D renders.

5. The vendor will be required to provide at-least 3 different designs for each section/office cubicles/workstations along with 3D images for different sections of the Consulate.
6. Consulate Peshawar will provide a **conceptual design**, layout plans and measurement for all its offices/section in accordance with our requirements.
7. The selected vendor will also be required to provide material sample for cubicles and workstations for Management approval.
8. To the extent possible, all furniture (chairs and workstations) shall comply with the principle of ergonomics including height adjustable table/workstation and office chairs.
9. Installation of these cubicles and workstations will be the responsibility of the selected vendor/contractor.
10. The vendor/contractor shall fabricate all panels off-site and only assemble cubicles and workstations on site.
11. All fabrication of items should be off site in vendor's workshop to the greatest extent possible.
12. Attached is the conceptual design for Facilities & HR section and this shall be treated as a reference only and to understand the scope of the work.
13. Vendor/contractor will be required to conduct a **mandatory site visit** to Consulate General Peshawar to confirm measurement and to understand the nature of the project. The information provided below are for reference and changes are expected during the site visit.

#### **4. GENERAL SPECIFICATION OF WORKS:**

Once contractor receives and accepts the purchase order. Contractor will furnish the following deliverable within two weeks from issue of purchase order:

- 4.1. Detailed working schedule
- 4.2. Contractor shall furnish all tools, materials, and labor to perform and complete the work.
- 4.3. Contractor is required to keep work site neat and in presentable condition at his own cost.
- 4.4. Contractor must visit the site personally and inspect the work volume before submitting the quote under this RFQ.
- 4.5. Contractor shall verify all measurements, surface areas, and material prior to providing a proposed work schedule and timeline to Consulate for approval.
- 4.6. Contractor shall be responsible for removal and disposal of all debris.
- 4.7. No advance payment is authorized under this RFQ. Payment will be authorized after the successful completion of the project according to instructions mentioned in this RFQ.

#### **5. MILESTONES**

- 5.1. Site Inspection & Approval by Consulate COR.
- 5.2. Approval of Contractor Work Plan.
- 5.3. Equipment / Material submittals and approval.
- 5.4. Approval of contractor health and safety plan.

## **6. QUALITY CONTROL**

- 6.1. A qualified and experienced onsite project manager with basic proficiency in English language must be always available during installation. (Project manager resume must be submitted with proposal)
- 6.2. All debris will be removed daily if required.
- 6.3. Materials, contractor tools and equipment will be properly stored in COR designated storage area.
- 6.4. The COR or the Government Technical Monitor (GTM) will ensure the material is not damaged prior to or during installation and that standard industry practices, as defined by local Building Codes, are always followed.
- 6.5. A final inspection will be held with the COR and the site supervisor to inspect for quality of completed work.

## **7. SAFETY**

- 7.1. General. The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and control costs in the performance of this contract.
- 7.2. Contractor shall at their own expense, protect its employees and all other persons from risk of death, injury or bodily harm arising from or in any way related to the work. Contractor shall fully comply with all laws, orders, citations, rules, regulations, standards, and statutes concerning occupational health and safety, accident prevention, safety equipment and practices, including, but not limited to federal (EM-385 1-1) and state OSHA regulations.
- 7.3. Written program. Before commencing work, the contractor shall submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project, specially Work at Height.
- 7.4. Contractor is responsible for provision of appropriate and legally acceptable means of access and platform to its employees to perform the job safely, e.g., Scaffolds, Ladders, Platforms, etc.
- 7.5. All workforces reporting into the site must be equipped with hard hats, Safety shoes, eye protection, respiratory protection for oil-based liquids (provided by the contractors) and Full body harness with shock absorbing lanyard for any work above 6 feet.
- 7.6. All tools, equipment and machinery mobilized by the contractor must be in safe condition to use, preferably they are to meet federal regulations.
- 7.7. The contractor will be required to conduct morning Toolbox talk at the start of each shift with all staff attending it.
- 7.8. All scaffold related work must be in accordance with EM 385 1-1 or OSHA standard 1926.451 <https://www.osha.gov/laws-regs/interlinking/standards/1926.451> and the scaffolding must be inspected by FAC/APOSHO prior to commencement of work.
- 7.9. Any height greater than 6ft to be guarded by standard handrail, mid rail, and kick board.
- 7.10. Elevated work platforms to be accessed only by ladders.
- 7.11. The contractor is responsible to provide MSDS of the chemicals being used.

- 7.12. The contractor is responsible for daily housekeeping of the jobsite.
- 7.13. The contractor shall be responsible for reporting all mishaps.

## **8. SECURITY**

- 8.1. A list of all personnel working on the project, along with identification numbers, must be submitted to the Consulate no later than 2 weeks prior to the beginning of actual work.
- 8.2. The list should include their names, CNIC numbers, vehicle type, make and model, and license number for access request.
- 8.3. While on Consulate property, all personnel must be always escorted. Any personnel found unescorted will be removed from the project immediately.
- 8.4. Job site personnel will be issued a visitors' badge by the Security staff and this badge must be always worn.

## **9. ADDITIONAL REQUIREMENTS**

- 9.1. The Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all work under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its services.
- 9.2. Any cost associated with services subcontracted by the Contractor shall be, borne by, and be the complete responsibility of the Contractor under the fixed price of this contract.
- 9.3. The Contractor is responsible for safety and shall comply with all local labor laws, regulations, customs, and practices pertaining to labor, safety, and similar matters. Contractor shall submit a safety plan. The Contractor shall promptly report all accidents resulting in lost time, disabling, or fatal injuries to the COR.
- 9.4. The Contractor shall be and remain liable to Consulate General Peshawar in accordance with applicable laws for all damages to United States Government property caused by the Contractor's negligence in the performance of any of the services furnished under this contract.
- 9.5. The Contractor shall examine all the documents. The Contractor is responsible for knowing all the conditions and limitations applied to the work. Consulate General Peshawar shall make no subsequent allowance to the Contractor for neglect of the existing conditions.
- 9.6. The Contractor shall be responsible for all required materials, equipment, and personnel to manage, administer, and carry out supervision of this project. All workmanship shall be of good quality and performed in a skillful manner as determined by the COR.
- 9.7. Contractor shall execute the work in a diligent manner and complete the project within the performance period. Contractor shall clean the site daily.
- 9.8. The Contractor may use the area within the compound for operation of his painting equipment and may maintain temporary facilities with COR approval. The Contractor is responsible for obtaining any additional off-compound storage as required.
- 9.9. All temporary connections to power lines shall be coordinated with the Facilities Maintenance Supervisor (FMS) through the COR.
- 9.10. If any of the Contractor's services do not conform to the contract requirements, the COR may require the Contractor to perform the services again in conformity with the contract requirements. Consulate General Peshawar may, by contract or otherwise, perform the

services and charge the Contractor any cost incurred by Consulate General Peshawar that is directly related to the performance of such service or terminate the contract for default.

- 9.11. The COR has the right to inspect and test all services called for by the contract, to the extent practicable, at all times and places during the term of the contract. The COR may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.
- 9.12. The Contractor shall visit the site to determine the full extent of the work. Failure to inspect the site will not constitute grounds for a claim after contract award. A site visit will be scheduled through the Contracting Officer Representative (COR).
- 9.13. The Contractor shall dispose off materials removed under this contract at a legally approved disposal site. The Contractor shall adhere to all local laws, and requirements concerning removal, transportation, and disposal of the material.
- 9.14. Temporary electrical power and water shall be provided by the Consulate at no cost to the Contractor from existing lines and sources located at the building site. The characteristics and source locations may be verified by a visit to the site. The Contractor shall provide ample temporary storage shed space for materials requiring shelter from the weather, and security and safety protection.

## **10. DELIVERABLES, SCHEDULE, AND PERIOD OF PERFORMANCE**

- 10.1. Contractor shall complete all work under this Contract within 90 working days upon receipt of the Notice to Proceed (NTP).
- 10.2. The Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within the contract period specified.
- 10.3. Liquidated damages shall be assessed at Rs 10,000/-per day for any delays past the 90 days performance period after NTP.
- 10.4. Quote must be in line-item format, clearly defining material, labor, and installation cost.
- 10.5. The CO has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The CO may perform quality assurance inspections to confirm that Contractor performs the work according to the Contract Documents.

## **11. AWARD**

Contract award is based on a “Lowest-Priced Technically Acceptable (LPTA)” contracting procedure. Proposals undergo an initial evaluation for technical acceptability. Proposals that are determined to be technically acceptable are then competed for award. Award is based on lowest price Technical Acceptable.

The following table/evaluation criteria will be used for Technical Acceptability of the contractor quotes. These items/document must be presented in the contractor proposal or Quotes. Failure to provide any of the following documents may deem the contractor quotation as being unacceptable. A determination of Technical unacceptable proposal/quotes precludes the bid from further consideration.

<b>Serial No.</b>	<b>Documents required for evaluation of Technical Acceptability</b>	<b>Number of pages</b>
1	Contractor needs to state in writing that they agree to the 30 days credit payment.	1
2	Provide detailed resume for onsite project manager.	1
3	Provide details of contractor established business with a permanent address and telephone listing.	1
4	Demonstrate prior relevant experience with suitable references. Contractor needs to provide the name of at-least three relevant work projects completed in the last five years. References information must include valid desk number, cell number and email address to confirm the performance of the contractor.	3
5	Provide detail information about all the major tools, equipment, accessories available with contractor.	1
6	Provide a warranty period and description of items covered that is to be issued upon project completion.	1
7	Provide detailed project schedule showing work phasing and proposed daily progress schedule. Bar chart schedule is preferred.	1
8	Provide details of the financial resources showing that the contractor is financially sound and capable of executing a project of at-least Rs. 5 million without asking for advance payment.	1
9	Health and Safety plan as per job requirement	As required.
10	<p>Detailed breakup of financial quote. Provide quotes for all material to be used including quote for space design services with 3D images, ergonomics office chairs, ergonomics workstations, customer chairs, sofa set, round tables, file cabinets, storage cabinets, ducts for cables and other items as required for the project.</p> <p>The contractor quote shall cover all the material, manpower, equipment, and tools required to complete the project as per the SOW mentioned in section 4 of this RFQ.</p>	As required

## 12. SAM registration/NDAA Certification

The vendor/firm must be registered and on active list with System for Award Management (SAM) (<https://www.sam.gov>) for doing business with U.S Government and mentioned DUNS number on their bids/quotation and will also provide National Defense Authorization Act (NDAA) Certification (specimen will be provided once the vendor/firm is selected for the task) in which the vendor has to confirm that they do not provide or use prohibited telecom equipment or service

described in Public Law 115-232, also known as the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019

### **13. TERMS & CONDITIONS**

#### ***Inspection & Acceptance:***

A Government representative will inspect the work and furniture, to determine the quality and acceptability. Substandard work shall be rejected/returned at vendor's expense.

#### **Contract Clauses:**

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link [http://aoepd.a.state.gov/Content/documents/overseas\\_comm-item-fac-2005-36.docx](http://aoepd.a.state.gov/Content/documents/overseas_comm-item-fac-2005-36.docx)

52.249-2 Termination for Convenience of the Government (Fixed-Price)  
(MAY 2004) Alternate I (APR 1984)  
52.212-4 Contract Terms and Conditions—Commercial items (May 2015)  
52.212-5 Contract Terms and Conditions required to implement statutes or Executive Orders—  
Commercial Items (Feb 2016)  
52.243-1 Firm Fixed Price

#### **14. *Payment Terms:***

Payment will be made within 30 days through Electronic Funds Transfer (EFT) upon submission of legitimate invoice to Finance Office after satisfactory work is completed.

#### ***Submission of Invoice:***

Each invoice shall include vendor invoice number, purchase order number, date issued, brief description of supplies/services provided, quantities, unit and total price and signed by the signing authority. Invoice quantities shall be as per actual deliverables.

Original invoice should be submitted to Finance Office, at address given below.

Finance Office  
US Consulate General, Peshawar  
11 General Bakht Khan Road, Peshawar Cantonment  
Or e-mail to: [peshawarfinance@state.gov](mailto:peshawarfinance@state.gov)  
CC: [peshawarprocurement@state.gov](mailto:peshawarprocurement@state.gov)

Although email is the preferred method, invoices may also be submitted by mail.

Note: Vendor must write bank account detail on invoice when submitting to Finance Office.

For payment related queries please contact [peshawarfinance@state.gov](mailto:peshawarfinance@state.gov)

Contracting Officer takes no responsibility for payment and/or associated queries.

### **15. *Site Visit***

*Pre-solicitation visit will be arranged on **August 02, 2023** (at 1000 hours), interested parties/companies/contractors wishes to visit the location, must submit the detail of their representative/s*



*but not more than 02 persons i.e., Complete name, CNIC #, to procurement office Peshawarprocurement@state.gov by **July 31, 2023**, to get access approval.*

**16. Offer Due Date:**

*After the site visit the interest parties/companies/contractors must submit their itemized proposal and quotation on or before **August 15, 2023, 1630 hours** to U.S. Consulate General, Peshawar via Email **Peshawargsoprocure@state.gov**.*

Note:- Quotations submitted by any other means of communication, or to any other address except **Peshawargsoprocure@state.gov** will not be entertained and rejected without any consideration. Quotation must be prepared in accordance with the requested details of RFQ.

The reference of **RFQ PR11844453** number must be mentioned in all correspondence regarding this request for site visit and price quotation.